

Matrix Enhancements

March 17, 2026

Matrix Updates

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Remove Lookup – Showing Considerations

What have we changed?

We removed the lookup “**Day Sleeper**”. Only 7 listings have the Day Sleeper value selected, all listings are off-market. We re-mapped those to ShowingTime Secure Remarks field.

Why did we remove this?

We removed the “**Day Sleeper**” value as it is too broad. Under the Showing Information field, there are options for “**appointment required**” and “**call listing agent**” that agents can better utilize.

Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

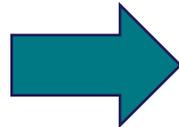
Character Limit Increase – Flood Zone

What did we add?

We increased the character limit of the “**Flood Zone**” field from 6 characters to 10.

PREVIOUS

Flood Zone Code
123456



CURRENT

Flood Zone Code
1234567890

Why was this added?

We added this in cases where the property is in multiple zones. The 6-character limit prevents certain scenarios from being disclosed, such as “AE, X500”. Increasing the character limit to 10 covers most scenarios.

Property Types Affected

- Residential
- Rental
- Commercial Lease
- Commercial Sale
- Business Opportunity
- Income
- Vacant Land

New Lookups – Rental – Weeks & Months Available

What did we update?

We updated both **Weeks** and **Months available** for the year 2027.

CURRENT

The screenshot shows two side-by-side lookup menus. The left menu, titled 'Weeks Available', has a search icon and a scroll bar. It lists six date ranges: '2027, Jan 31 until Feb 06', '2027, Feb 07 until Feb 13', '2027, Feb 14 until Feb 20', '2027, Feb 21 until Feb 27', '2027, Feb 28 until Mar 06', and '2027, Mar 07 until Mar 13'. The right menu, titled 'Months Available', also has a search icon and a scroll bar. It lists six months: '2027, January', '2027, February', '2027, March', '2027, April', '2027, May', and '2027, June'. Both menus have a question mark icon in the top right corner.

Why did we add this?

We updated the available Weeks and Months for the year 2027 to provide agents with a broader range of date options for their rental listings.

Property Types Affected

- Rental

Commercial Updates

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New Conditional Rule – Total Units On Property

What did we add?

We added a conditional rule to “**Total Units on Property**” where if “Property Style = Multi Family” then this field will become required on Commercial Sale.

CURRENT

Total Units on Property



Why did we update this?

We implemented this conditional rule to ensure accurate and complete data collection for Multi Family properties. When Property Style is identified as Multi Family, the total number of units is a critical data point for valuation, reporting, and search functionality.

Property Types Affected

- Commercial Sale

New Field – Cap Rate

What did we add?

We added a new numeric field, “**Cap Rate**”.

Definition: Cap Rate is equivalent to the return on investment you would receive if you pay cash for a property. The ratio between the net operating income produced by an asset and its capital cost (the original price paid to buy the asset) or, alternatively, its current market value.

CURRENT

Financial Information			
Gross Schedule Income <input type="text"/>	Annual Gross Income <input type="text"/>	Annual Income Type <input type="text"/>	Annual Expense <input type="text"/>
Net Operating Income <input type="text"/>	Net Operating Income Type <input type="text"/>	Cap Rate <input type="text"/>	Vacancy Rate <input type="text"/>
Sale Includes <input type="checkbox"/> Building(s) and Land <input type="checkbox"/> Furniture/Fixtures <input type="checkbox"/> Leases <input type="checkbox"/> Other	Income Includes <input type="checkbox"/> Laundry <input type="checkbox"/> Parking <input type="checkbox"/> Recreation <input type="checkbox"/> Rent Only <input type="checkbox"/> Storage	Number of Tenants <input type="text"/>	Tenant Count <input type="text"/>
		Anchor Or Co-Tenants <input type="text"/>	

Why did we add this?

Cap Rate will provide a standardized metric for evaluating investment property performance and support more informed financial analysis for buyers and investors.

Property Types Affected

- Commercial Sale
- Business Opportunity

New Field – Vacancy Rate

What did we add?

We added a new numeric field, “**Vacancy Rate**”.

Definition: An estimate of the percent of rent that may be foregone because of unoccupied units.

Why did we add this?

The **Vacancy Rate** provides clearer insight into property occupancy levels and supports more accurate investment analysis and market evaluation.

CURRENT

Financial Information			
Gross Schedule Income <input type="text"/>	Annual Gross Income <input type="text"/>	Annual Income Type <input type="text"/>	Annual Expense <input type="text"/>
Net Operating Income <input type="text"/>	Net Operating Income Type <input type="text"/>	Cap Rate <input type="text"/>	Vacancy Rate <input type="text"/>
Sale Includes <input type="checkbox"/> Building(s) and Land <input type="checkbox"/> Furniture/Fixtures <input type="checkbox"/> Leases <input type="checkbox"/> Other	Income Includes <input type="checkbox"/> Laundry <input type="checkbox"/> Parking <input type="checkbox"/> Recreation <input type="checkbox"/> Rent Only <input type="checkbox"/> Storage	Number of Tenants <input type="text"/>	Tenant Count <input type="text"/>
		Anchor Or Co-Tenants <input type="text"/>	

Property Type Affected

- Commercial Sale

New Field – Annual Gross Income

What did we add?

We added a new field called “**Annual Gross Income**” to the Financial Information section on input.

Definition: Please enter the actual current income from rent and all other revenue generating sources.

Property Types Affected

- Commercial Sale
- Business Opportunity

Why did we add this?

This is in effort to revamp the Commercial input forms and will capture key income data.

CURRENT

The screenshot shows a form titled "Financial Information" with several input fields. The "Annual Gross Income" field is highlighted with a red border. The form includes the following fields:

Financial Information			
Gross Scheduled Income <input type="text"/>	Annual Gross Income <input type="text"/>	Annual Income Type <input type="text"/>	Annual Expenses <input type="text"/>
Net Operating Income <input type="text"/>	Net Operating Income Type <input type="text"/>	Cap Rate <input type="text"/>	Vacancy Rate <input type="text"/>
Sale Includes <input type="checkbox"/> Building(s) and Land <input type="checkbox"/> Furniture/Fixtures <input type="checkbox"/> Leases <input type="checkbox"/> Other	Income Includes <input type="checkbox"/> Laundry <input type="checkbox"/> Parking <input type="checkbox"/> Recreation <input type="checkbox"/> Rent Only <input type="checkbox"/> Storage	Number of Tenants <input type="text"/>	Tenant Count <input type="text"/>

New Field – Income Includes

What did we add?

We've added the RESO field **Income Includes** as a **multi-select** field, along with the following lookup options:

- Laundry
- Parking
- Recreation
- Rent Only
- Storage

Definition: A list of income sources included in the Gross Scheduled Income field.

Property Types Affected

- Commercial Sale

Why did we add this?

This adds clearer detail around what income sources are included, improving listing accuracy and helping users better understand and compare properties.

CURRENT

The screenshot displays the 'Financial Information' section of a form. The 'Income Includes' field is highlighted with a red border. It is a multi-select field with the following options: Laundry, Parking, Recreation, Rent Only, and Storage. Other fields in the form include Gross Schedule Income, Annual Gross Income, Annual Income Type, Annual Expense, Net Operating Income, Net Operating Income Type, Cap Rate, Vacancy Rate, Number of Tenants, Tenant Count, Anchor Or Co-Tenants, and Commercial Transaction Terms.

Financial Information			
Gross Schedule Income	Annual Gross Income	Annual Income Type	Annual Expense
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Operating Income	Net Operating Income Type	Cap Rate	Vacancy Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sale Includes	Income Includes	Number of Tenants	Tenant Count
<input type="checkbox"/> Building(s) and Land	<input type="checkbox"/> Laundry	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Furniture/Fixtures	<input type="checkbox"/> Parking	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Leases	<input type="checkbox"/> Recreation	Anchor Or Co-Tenants	
<input type="checkbox"/> Other	<input type="checkbox"/> Rent Only	<input type="text"/>	
	<input type="checkbox"/> Storage		
Commercial Transaction Terms			
<input type="checkbox"/> Exchange/Trade			

New Field – Anchor Or Co-Tenants

What did we add?

We've added a new **text** field for the RESO field **Anchor or Co-Tenants**, allowing entry of key/anchor tenants and other tenants for the associated shopping center/mall.

Definition: The main or most notable tenants as well as other tenants of the shopping center or mall in which the commercial property is located.

Property Types Affected

- Commercial Sale
- Business Opportunity

Why did we add this?

This provides important context about the commercial environment and improves listing detail for users evaluating retail/commercial opportunities.

CURRENT

The screenshot displays the 'Financial Information' section of a Stellar MLS listing form. It contains several input fields and checkboxes. The 'Anchor Or Co-Tenants' field is highlighted with a red rectangular box. The fields include:

- Gross Schedule Income (text input)
- Annual Gross Income (text input)
- Annual Income Type (dropdown menu)
- Annual Expense (text input)
- Net Operating Income (text input)
- Net Operating Income Type (dropdown menu)
- Cap Rate (text input)
- Vacancy Rate (text input)
- Sale Includes (checkboxes for Building(s) and Land, Furniture/Fixtures, Leases, Other)
- Income Includes (checkboxes for Laundry, Parking, Recreation, Rent Only, Storage)
- Number of Tenants (dropdown menu)
- Tenant Count (text input)
- Anchor Or Co-Tenants** (text input, highlighted with a red box)

New Field – Tenant Count

What did we add?

We added the field “**Tenant Count**” to the Financial Information section on input.

Definition: Refers to the Tenant Spaces in the building.

CURRENT

Annual Income Type <input type="text" value="▼"/> ?	Annual Expense <input type="text"/> ?
Cap Rate <input type="text"/> ?	Vacancy Rate <input type="text"/> ?
Number of Tenants <input type="text" value="▼"/> ?	Tenant Count <input type="text"/> ?

Why did we change this?

We added **Tenant Count** to Commercial Lease and Commercial Sale to capture **the number of tenants in a commercial building** in a consistent, standardized way. This improves listing accuracy and helps users quickly understand building occupancy (single-tenant vs. multi-tenant), supporting better search, reporting, and financial evaluation.

Property Types Affected

- Commercial Sale
- Commercial Lease

New Field – Total Parking Spaces

What did we add?

We added a new field called “**Total Parking Spaces**” to capture the total number of parking spaces to convey parking capacity.

Definition: The total number of parking spaces that convey with the commercial property.

Why did we add this?

We added the “**Total Parking Spaces**” field to provide a clear and standardized way to capture a property’s overall parking capacity.

CURRENT

The screenshot shows the 'Exterior' tab in the Stellar MLS interface. The 'Total Parking Spaces' field is highlighted with a red box. The interface includes a navigation bar with tabs: Reciprocal Listing, Getting Started, Matrix Testing, Listing, Exterior (selected), Land and Tax, Interior, and Water. Below the navigation bar, there are three sections: 'Front Exposure' with a dropdown menu, 'Adjoining Property' with a list of checkboxes, and 'Other Structures' with a list of checkboxes. The 'Total Parking Spaces' field is a text input box with a question mark icon.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

New Field – Designated Builder

What did we add?

We added the “**Designated Builder Y/N**” field in Matrix so it’s available for entry/display (and can be added to search if needed).

Why did we add this?

This supports better data completeness and aligns the listing data with the RESO field availability, making it easier to capture whether a listing is tied to a designated builder.

CURRENT

The screenshot shows the 'Add/Edit Listing Fields' interface for a 'Commercial Sale'. The breadcrumb trail includes: Reciprocal Listing > Getting Started > Matrix Testing > Listing > Exterior > Land and Tax > Interior. The 'Exterior' section is active and contains several fields:

- Property Style**: A dropdown menu with a yellow background and a question mark icon.
- Designated Builder Y/N**: A dropdown menu with a white background and a question mark icon, highlighted with a red border.
- New Construction Y/N**: A dropdown menu with a yellow background and a question mark icon.
- Projected Completion Date**: A date picker field with a question mark icon.
- Use Code**: A text input field with a question mark icon.
- Property Condition**: A list of checkboxes with a question mark icon:
 - Completed
 - Fixer
 - Pre-Construction
 - Under Construction
 - Under Renovation
- Number Gas Meters**: A text input field with a question mark icon.
- Number Water Meters**: A text input field with a question mark icon.
- Number Electric Meters**: A text input field with a question mark icon.

Property Types Affected

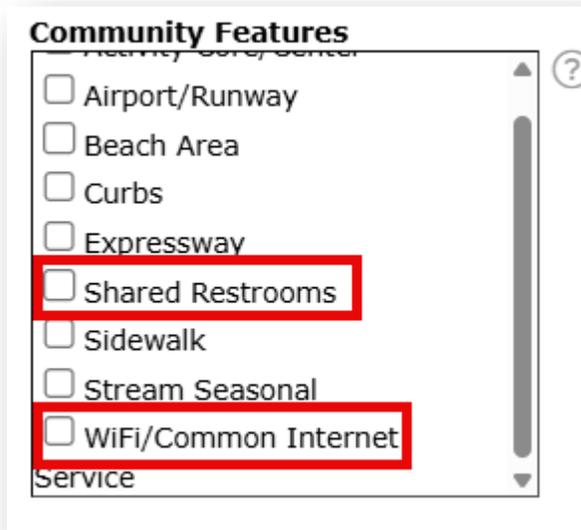
- Commercial Sale

New Field – Community Features

What are we changing?

We added the “**WiFi/Common Internet Service**” and “**Shared Restrooms**” to the “**Community Features**” field. Additionally, “**Community Features**” will be conditionally required if “**Condo Environment = Yes.**”

CURRENT



Community Features

- Airport/Runway
- Beach Area
- Curbs
- Expressway
- Shared Restrooms
- Sidewalk
- Stream Seasonal
- WiFi/Common Internet Service

Why did we add this?

We made these changes to improve data completeness and ensure more accurate reporting of shared amenities in condo environments.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

New Field – Pass-Through Expenses Type

What did we add?

We added a new field called **"Pass-Through Expenses Type"** with the following lookups:

- Flat Monthly
- Annual \$/SqFt

Why did we add this?

This is to be able to give users a clear understanding of frequency type of expense it is whether it be monthly or annually.

Property Types Affected

- Commercial Lease

CURRENT

The screenshot shows a software interface with several sections:

- Number of Tenants:** A dropdown menu with a question mark icon.
- Initial Pass-Through Expenses:** A yellow highlighted field with a question mark icon.
- Commercial Transaction Terms:** A list of checkboxes: Annual Rate Increase, Improvement Allowance, Pre-Leasing, and Sub-Lease, each with a question mark icon.
- Pass-Through Expenses Type:** A dropdown menu with a question mark icon, highlighted with a red rounded rectangle. The dropdown is open, showing two options: "Annual \$/SqFt" and "Flat Monthly".
- Pass-Through Expense Includes:** A list of checkboxes: Association Fees, Capital Expenses, Common Area Maintenance, Electricity, Gas, Grounds Care, Internet, and Liability Insurance, each with a question mark icon.

New Field – Number of Bays (Dock Well)

What did we add?

We added a new field to the Exterior section on input:

- **# of Bays (Dock Well)**

Definition: A "dock well" is a ground-level pit that allows trucks to back in, positioning their trailer bed level with the loading dock's raised doors, or provides grade-level access.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Why did we add this?

This is an effort to revamp the Commercial input forms.

CURRENT

The screenshot shows the 'Exterior' section of a property input form. The form is titled 'Exterior' and is part of a larger system with tabs for 'Reciprocal Listing', 'Getting Started', 'Matrix Testing', 'Listing', 'Exterior', 'Land and Tax', 'Interior', and 'Water'. The 'Exterior' tab is currently selected. The form contains several input fields and a dropdown menu. The field '# of Bays (Dock Well)' is highlighted with a red box. Other fields include 'Property Style', 'Use Code', 'Number Gas Meters', 'New Construction Y/N', 'Property Condition' (with options: Completed, Fixer, Pre-Construction, Under Construction, Under Renovation), 'Number Water Meters', 'Projected Completion Date', 'Number Electric Meters', 'Door Height', 'Door Width', 'Eaves Height', 'Garage Door Height', 'Easements', '# of Bays (Dock High)', and '# of Bays (Grade Level)'. Each field has a question mark icon next to it.

Field Changes – Number of Bays

What did we move?

We have moved the following 2 fields on input to the Exterior section on input:

- # of Bays (Dock High)
- # of Bays (Grade Level)

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Why did we move this?

This is an effort to revamp the Commercial input forms.

CURRENT

The screenshot shows the 'Exterior' section of a form with the following fields:

- Property Style (dropdown)
- Use Code (text)
- Number Gas Meters (text)
- New Construction Y/N (dropdown)
- Property Condition (checkboxes: Completed, Fixer, Pre-Construction, Under Construction, Under Renovation)
- Number Water Meters (text)
- Projected Completion Date (calendar)
- Number Electric Meters (text)
- Door Height (text)
- Door Width (text)
- Eaves Height (text)
- Garage Door Height (text)
- Easements (dropdown)
- # of Bays (Dock High) (text) - highlighted in red
- # of Bays (Dock Well) (text) - highlighted in red
- # of Bays (Grade Level) (text) - highlighted in red

Field Changes – Property Style

What did we change?

We've updated the **"Property Style (Property Subtype)"** field with the following changes:

- **Added "Multi Family (5+)"**
- **Removed the "Five or More"** option for **Income** listings
- **Added "Medical Office"**

Property Types Affected

- Income
- Commercial Sale
- Commercial Lease
- Business Opportunity
- Vacant Land

Why did we change this?

These updates improve clarity (so users know exactly what the option means), reduce incorrect selection where the option doesn't apply, and add a missing subtype that better reflects common commercial property use.

CURRENT



Field Changes – Pass-Through Expense Includes

What did we add?

We added the following lookups to “**Pass-Through Expense Includes**” field on Commercial Lease:

- Grounds Care
- Internet
- Management
- Pest Control
- Repairs
- Security
- Taxes
- Telephone

***We also removed the lookup “Condominium Fees” on Commercial Lease.**

Why did we add this?

We added this to more accurately capture common pass-through operating costs and improve clarity and consistency in Commercial Lease listings.

Property Types Affected

- Commercial Lease

CURRENT

The screenshot displays the current form for a Commercial Lease listing. The 'Pass-Through Expense Includes' field is highlighted with a red border. This field is a multi-select dropdown menu with a yellow background, containing the following options: Gas, Grounds Care, Internet, Liability Insurance, Management, Other - See Remarks, Parking Fee, Pest Control, and Property Insurance. Other fields visible on the form include 'Number of Tenants' (a dropdown), 'Initial Pass-Through Expenses' (a yellow input field), 'Pass-Through Expenses Type' (a dropdown), 'Commercial Transaction Terms' (checkboxes for Annual Rate Increase, Improvement Allowance, Pre-Leasing, and Sub-Lease), and 'Tenant Count' (an input field).

Field Changes – Financing Available

What did we update?

We updated the “**Financing Available**” field lookups by:

Removing:

- Conventional
- FHA
- VA

Adding:

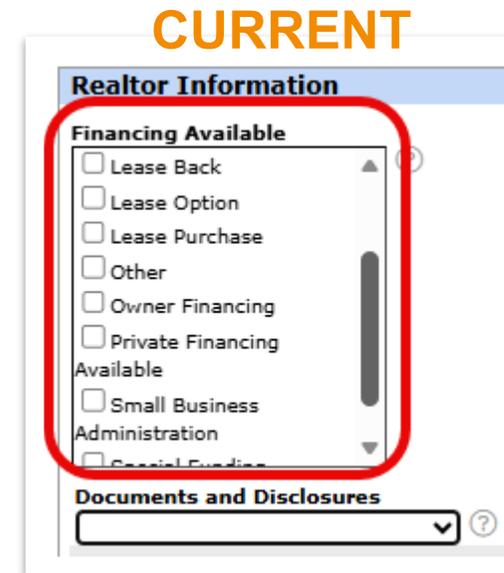
- Commercial Financing
- Small Business Administration

Property Types Affected

- Commercial Sale
- Business Opportunity

Why did we change this?

This removes residential-focused financing options that don’t fit commercial/business listings and replaces them with more relevant commercial financing terminology—improving data accuracy and reducing confusion.



Field Changes – Tenant Pays

What did we add?

We added the following lookups to “**Tenant Pays**” field on Commercial Lease:

- Grounds Care
- Internet
- Management
- Pest Control
- Repairs
- Security
- Taxes
- Telephone

***We also removed the lookup ‘Condominium Fees’ on Commercial Lease.**

Why did we add this?

We added this to capture common tenant-paid operating expenses more accurately and improve consistency in Commercial Lease data.

Property Types Affected

- Commercial Lease

CURRENT

The screenshot shows the 'Financial Information' section of a software interface. It contains three dropdown menus:

- Owner Pays:** Includes checkboxes for Common Area Maintenance, Electricity, Gas, Grounds Care, and Internet.
- Terms of Lease:** Includes checkboxes for Absolute (Triple) Net, Gross Lease, Gross Percentages, Ground Lease, Lease Option, Modified Gross, and Net Lease.
- Tenant Pays:** Includes checkboxes for Grounds Care, Internet, Liability Insurance, Management, Other - See Remarks, Parking Fee, and Pest Control. This dropdown is highlighted with a red border.

Field Changes – Number of Tenants

CURRENT

The screenshot shows the 'Financial Information' section of a Stellar MLS form. The form includes several input fields and checkboxes. The 'Number of Tenants' dropdown menu is highlighted with a red box, showing three options: 'Single Tenant', 'Multi Tenant', and 'Vacant'. The other fields include 'Gross Schedule Income', 'Annual Gross Income', 'Annual Income Type', 'Net Operating Income', 'Net Operating Income Type', 'Cap Rate', 'Sale Includes' (Building(s) and Land, Furniture/Fixtures, Leases, Other), 'Income Includes' (Laundry, Parking, Recreation, Rent Only, Storage), and 'Commercial Transaction Terms' (Exchange/Trade, Lease Purchase).

What did we add?

We added the following lookups to the “**Number of Tenants**” field:

- Multi-Tenant
- Vacant

Why did we add this?

We added this because “**Multi Tenant**” and “**Vacant**” reflect common real-world scenarios and make listings easier to interpret. We also **re-labeled** “**Single User**” to “**Single Tenant**”.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Number of Tenants (continued)

What did we change?

We removed the following lookups to the “**Number of Tenants**” field:

- ‘2-3’
- ‘4-8’
- ‘8 or more’

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Why did we change this?

We are streamlining the “**Number of Tenants**” field to focus on the most meaningful selections (e.g., multi-tenant vs. vacant) and avoid overlapping or redundant options that don’t add clear value. We updated the lookups we removed to “**Multi Tenant**”.

Number of Tenants Relocation (continued)

PREVIOUS

Financial Information

Owner Pays

- Cable TV
- Electricity
- Gas
- Grounds Care
- Insurance

Terms of Lease

- Absolute (Triple) Net
- Gross Lease
- Gross Percentages
- Ground Lease
- Lease Option
- Modified Gross
- Net Lease

Tenant Pays

- Association Fees
- Capital Expenses
- Common Area Maintenance
- Condominium Fees
- Electricity
- Gas
- Liability Insurance

Number of Tenants

Through \$/SqFt

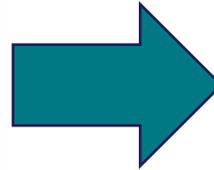
- 2-3 Tenants
- 4-8 Tenants
- 8 or More Tenants
- Single User

Financial Package Y/N

Y N

Pass-Through Expense Includes

- Association Fees
- Capital Expenses
- Common Area Maintenance
- Condominium Fees
- Electricity
- Gas
- Liability Insurance
- Other - See Remarks



CURRENT

Financial Information

Gross Schedule Income

Annual Gross Income

Annual Income Type

Net Operating Income

Net Operating Income Type

Sale Includes

- Building(s) and Land
- Furniture/Fixtures
- Leases
- Other

Income Includes

- Laundry
- Parking
- Recreation
- Rent Only
- Storage

Commercial Transaction Terms

- Exchange/Trade
- Lease Purchase

Cap Rate

Number of Tenants

Single Tenant

Multi Tenant

Vacant

Field Changes – Initial Annual Pass-Through \$/SqFt

What did we change?

We **re-labeled** the field “**Initial Annual Pass-Through \$/SqFt**” to “**Initial Pass-Through Expenses**”.

CURRENT

The screenshot shows the 'Financial Information' section of a form. It contains several sections with checkboxes and dropdown menus:

- Owner Pays:** Common Area Maintenance, Electricity, Gas, Grounds Care, Internet.
- Terms of Lease:** Absolute (Triple) Net, Gross Lease, Gross Percentages, Ground Lease, Lease Option, Modified Gross, Net Lease.
- Tenant Pays:** Association Fees, Capital Expenses, Common Area Maintenance, Electricity, Gas, Grounds Care, Internet.
- Number of Tenants:** A dropdown menu.
- Initial Pass-Through Expenses:** A dropdown menu, highlighted with a red box.
- Pass-Through Expenses Type:** A dropdown menu.
- Pass-Through Expense Includes:** Association Fees, Capital Expenses, Common Area Maintenance, Electricity, Gas, Grounds Care, Internet, Liability Insurance.
- Commercial Transaction Terms:** Annual Rate Increase, Improvement Allowance, Pre-Leasing, Sub-Lease.
- Tenant Count:** A text input field.

Why are we changing this?

This improves clarity and reduces confusion about what should be entered, using terminology that better reflects the intent of the field.

Property Types Affected

- Commercial Lease

Field Changes – Annual TTL Schedule Income

What did we change?

We relabeled the "Annual TTL Schedule Income" field to "Gross Scheduled Income".

Why did we change this?

We relabeled the "Annual TTL Scheduled Income" to "Gross Scheduled Income" to align with industry-standard terminology and provide a clearer representation of total potential income before vacancies or expenses.

PREVIOUS

Financial Information

Operating Expenses ?

Annual Expense ?

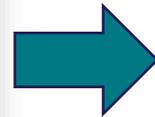
Sale Includes

- Building(s) and Land ?
- Furniture/Fixtures
- Leases
- Other

Net Operating Income ?

Annual TTL Schedule Income ?

Number of Tenants ?



CURRENT

Financial Information

Gross Schedule Income ?

Net Operating Income ?

Sale Includes

- Building(s) and Land ?
- Furniture/Fixtures
- Leases
- Other

Property Types Affected

- Commercial Sale
- Commercial Lease

Field Changes – Road Frontage Feet

What did we move?

We moved the “**Road Frontage Feet**” field to the Lot and Building Information section on input.

Why did we move this?

This is an effort to revamp the Commercial input forms.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

CURRENT

Lot and Building Information			
Flood Zone Code <input type="text"/>	Flood Zone Date <input type="text"/>	Flood Zone Panel <input type="text"/>	
Total Acreage <input type="text"/>	Lot Dimensions <input type="text"/>	Lot Size Square Footage <input type="text"/>	Lot Size Acres <input type="text"/>
Office/Retail Space SqFt <input type="text"/>	Flex Space SqFt <input type="text"/>	Front Footage <input type="text"/>	Road Frontage Feet <input type="text"/>
Parcel			
Total Units on Property <input type="text"/>	Total Number of Buildings <input type="text"/>	Future Land Use <input type="text"/>	

Field Changes – Owner Pays

What did we add?

We added the following lookups to “**Owner Pays**” on Commercial Lease:

- Common Area Maintenance
- Liability Insurance
- Property Insurance
- Reserves

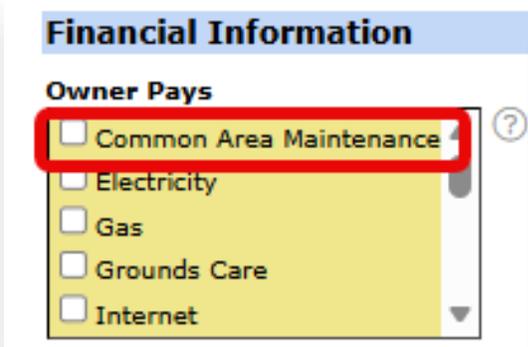
Property Types Affected

- Commercial Lease

Why did we add this?

We added these to better reflect typical commercial lease expense responsibilities and improve consistency and clarity in data entry.

CURRENT



The screenshot shows a software interface with a blue header bar labeled "Financial Information". Below the header, there is a section titled "Owner Pays" with a dropdown menu. The dropdown menu is open, showing a list of options: "Common Area Maintenance", "Electricity", "Gas", "Grounds Care", and "Internet". The "Common Area Maintenance" option is highlighted with a red rectangular box. A question mark icon is visible to the right of the dropdown menu.

Field Changes – Garage/Parking Features

What did we add?

We added new and concise lookups to the Garage/Parking Features field, “**Public Parking Available**” and “**Shared Parking**”.

We also **removed** the following lookups:

- 1 to 5 Spaces
- 6 to 12 Spaces
- 13 to 18 Spaces
- 19 to 30 Spaces
- Deeded (only on Commercial Lease)

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Why did we change this?

We updated the “**Garage/Parking Features**” field to improve clarity and ensure the lookups more accurately reflect parking characteristics rather than parking counts. Adding “Public Parking Available” and “Shared Parking” provides more meaningful, descriptive options for users.

CURRENT



The screenshot shows a dropdown menu titled "Garage/Parking Features". The menu contains the following options, each with an unchecked checkbox:

- Other
- Over 30 Spaces
- Public Parking Available (highlighted with a red box)
- RV Parking
- Secured
- Shared Parking (highlighted with a red box)
- Under Building
- Underground
- Valet

Field Changes – Space Type

What did we add?

We added the lookups “**Gray Shell**” and “**Vanilla Shell**” to the Space Type field.

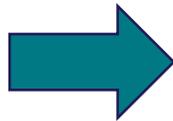
Why did we add this?

We introduced the “**Gray Shell**” and “**Vanilla Shell**” to the “**Space Type**” field to provide more accurate classification of commercial space conditions and improve listing clarity for brokers and tenants.

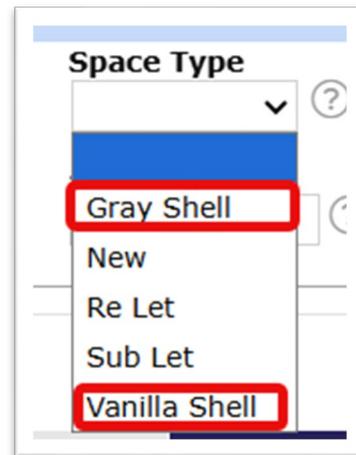
PREVIOUS



A screenshot of a dropdown menu titled "Space Type". The menu is open, showing a blue header bar at the top. Below the header, the following options are listed: "New", "Re Let", and "Sub Let".



CURRENT



A screenshot of the updated dropdown menu titled "Space Type". The menu is open, showing a blue header bar at the top. Below the header, the following options are listed: "Gray Shell", "New", "Re Let", "Sub Let", and "Vanilla Shell". The "Gray Shell" and "Vanilla Shell" options are highlighted with red rectangular boxes.

Property Types Affected

- Commercial Sale
- Commercial Lease

Field Changes – Ownership

What did we change?

We made the following changes to the “**Ownership field**”:

- **New** lookups:
 - Fee Simple to Commercial Sale
 - Co-op to Commercial Sale
 - LLC to Business Opportunity
- **Removed** lookups:
 - Corporation
 - Franchise
 - Other
 - Partnership
 - Sole Proprietor

Why did we change this?

We made these updates to the “**Ownership**” field to improve accuracy and standardization by adding the lookups “**Fee Simple**”, “**Co-op**”, and “**LLC**”, and **removed** “**Corporation**”, “**Franchise**”, “**Other**”, “**Partnership**”, and “**Sole Proprietor**” to streamline and modernize the available options.

Property Types Affected

- Commercial Sale
- Business Opportunity

Removed Lookup – Commercial Transaction Terms

What did we change?

We removed the “**Pre-Sale**” lookup value from the *Commercial Transaction Terms* field on the Commercial Sale input form.

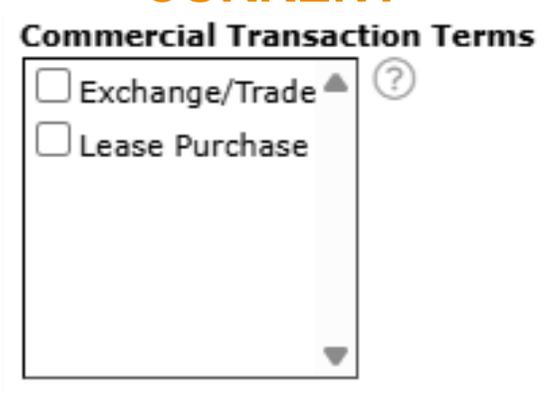
Additionally, the “**No Smoking**” lookup value will be removed from the Commercial Lease input form.

CURRENT

Commercial Transaction Terms

Exchange/Trade ▲ (?)

Lease Purchase



Why did we make this change?

This change was made to improve data accuracy and ensure the input form reflects appropriate and relevant options for Commercial Sale listings.

“**Pre-Sale**” is no longer applicable within the Commercial Transaction Terms field and may cause confusion or inconsistent data entry.

“**No Smoking**” is not relevant to Commercial Sale listings and does not align with the intent of the form.

Property Types Affected

- Commercial Sale
- Commercial Lease

Removed Lookup – Commercial Transaction Terms (Continued)

PREVIOUS

Listing Information

Office Exclusive Y/N: No ?

Office Exclusive with Temporary Exclusion: No ?

Temporary Exclusion Date: [Calendar Icon] ?

Listing Contract Date: [Calendar Icon] ?

Expiration Date: [Calendar Icon] ?

List Price: [Text Field] ?

Listing Type: [Dropdown] ?

Seller Representation: [Dropdown] ?

Listing Service Type: [Dropdown] ?

Special Sale Provision

- Auction ?
- Bank Owned/REO ?
- Government Owned ?
- Probate Listing ?

Commercial Transaction Terms

- Exchange/Trade ?
- Lease Purchase ?
- Pre Sale ?



CURRENT

Financial Information

Gross Schedule Income: [Text Field] ?

Annual Gross Income: [Text Field] ?

Annual Income Type: [Dropdown] ?

Annual Expense: [Text Field] ?

Net Operating Income: [Text Field] ?

Net Operating Income Type: [Dropdown] ?

Cap Rate: [Text Field] ?

Vacancy Rate: [Text Field] ?

Sale Includes:

- Building(s) and Land ?
- Furniture/Fixtures ?
- Leases ?
- Other ?

Income Includes:

- Laundry ?
- Parking ?
- Recreation ?
- Rent Only ?
- Storage ?

Number of Tenants: [Dropdown] ?

Tenant Count: [Text Field] ?

Anchor Or Co-Tenants: [Text Field] ?

Commercial Transaction Terms

- Exchange/Trade ?
- Lease Purchase ?

Field Removed – Class Of Space

What did we change?

We removed the field “**Class of Space**” and **created** a new field called “**Space Classification**” with the following lookups:

- A
- B
- C
- D

Why did we do this?

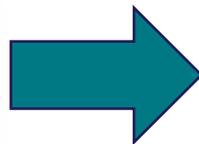
This is an effort to revamp the Commercial input forms, which will improve clarity and align with current industry terminology for Space Classification.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

PREVIOUS

Class of Space



CURRENT

Space Classification

▼ ⓘ

A

B

C

D

Definition: Commercial building class is a market-based (not legal) designation that varies by market and property type. Class A are top-quality properties, Class B are good but less prestigious, Class C are older with fewer amenities, and Class D are distressed or obsolete assets.

Field Removed – Realtor Information

What did we remove?

We removed the following lookups from the “**Realtor Information**” field:

- Contract for Deed
- In Foreclosure
- Pre Foreclosure
- Right of First Refusal
- Seller May Build
- Seller Must Build
- Will Sell 1 Lot
- Will Subdivide

Why did we remove these?

Removing these lookups reduces confusion, misclassification, and keeps “**Realtor Information**” focused on agent/broker details, and improves consistency for search and reporting.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Field Removed – Owner Pays

What has changed?

We removed the following lookups from Commercial Lease field “**Owner Pays**”:

- Cable TV
- Insurance
- Laundry
- Pool Maintenance
- Recreational

Property Types Affected

- Commercial Lease

Why did we remove this?

This reduces clutter and makes the remaining Commercial Lease lookups faster to find and more consistent.

Field Removed – Realtor Information Confidential

What have we removed?

We removed two lookup options from the “**Realtor Information Confidential**” field:

- **Bldr Home – Register Prosp**
- **Go to Site**

Why did we remove this?

These options are no longer needed and can cause confusion during listing input. Removing them keeps the field clean, improves data consistency, and helps ensure agents select only current/valid values.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Field Removed – Audio Surveillance Notice

What have we removed?

We removed the “**Audio Surveillance Notice Y/N**” field from listing input/display.

Why did remove this?

This field is no longer needed because we now have a **blanket disclaimer**. Removing it reduces redundant data entry and keeps input forms streamlined.

Property Types Affected

- Commercial Sale
- Commercial Lease
- Business Opportunity

Field Removed – Financial Package Y/N

What did we remove?

We removed the “**Financial Package Y/N**” field from listing input and listing display.

Why did we remove this?

This field is being removed to simplify the input form and reduce clutter, while keeping the dataset focused on fields that are actively used and supported.

Property Types Affected

- Commercial Sale
- Commercial Lease

Field Removed – Number of Hotel/Motel Rooms

What did we remove?

We removed the field “**# of Hotel/Motel Room**” from Commercial Lease.

Why did we remove this?

This is an effort to revamp the Commercial input forms to better reflect **Hotel/Motel** Room inputs.

Property Types Affected

- Commercial Lease

Field Removed – Flex Space SqFt

What did we remove?

We removed the field “**Flex Space SqFt**”.

Why did we remove this?

We removed “**Flex Space Sq Ft**” to streamline data fields and eliminate redundancy, ensuring more consistent and accurate property reporting.

Property Types Affected

- Business Opportunity

Field Removed – Operating Expenses

What did we remove?

We removed the field for “**Operating Expenses**”.

Why did we remove this?

This is an effort to revamp the Commercial input forms.

Property Types Affected

- Commercial Sale
- Business Opportunity

For Support:

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